ACCOUNTING SUPERVISOR
OFFICE OF ACCOUNTING
NON-STATE; TIME LIMITED

Salary Range: $66,945.00 - $100,517.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education is seeking to employ an Accounting Supervisor in the office of Accounting. The candidate for this position must be adept in technology, detail-oriented, excellent verbal, and written communication skills, and possess good time management skills. Experience in MAGIC (Mississippi’s Accountability System for Government Information and Collaboration).

SPECIAL QUALIFICATIONS:
This position is responsible for the following:

- Coordinates and supervises the activities of Accounts Receivable and Financial Reporting divisions.
- Preparation of the annual GAAP package.
- Ensures compliance with external and internal policies and procedures.
- Monitors changes in federal and state regulations to ensure procedures are current; ensuring that state/federal financial reporting requirements are met.
- Ensures that federal draws are made timely and in accordance with award documents.
- Ensures accounts are reconciled and any required journal entries are presented for approval and entered properly.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a Bachelor’s Degree and 6-7 years of experience.

APPLY
- Visit Mississippi State Personnel Board to apply
- Deadline: May 15, 2024

BENEFITS
- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES
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